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Approved For Release 2005/07/25 : CIA-RDP70-00211R000800090071-5

| | ADMINISTRATOR'S CORRESPONDE JACKET | | | | | |
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FORM AMS-3 (12-16-57)

U. S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE

INSTRUCTIONS

Transmit this jacket, attached correspondence, and a reply within 3 working days from date of reference. If a complete reply cannot be prepared within 3 working days, prepare an acknowledgement at once.

A letter of acknowledgement or an interim letter should tell when a complete reply will be sent. Originating division or office shall number each isologic

To transmit jacket to another division or office, call or route through AMS Jacket Control, extension 2276.

PLEASE HANDLE PROMPTLY

Keep jacket on top of correspondence at all times. Do not detach it.

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Approved For Release 2005/07/25: CIA-RDP70-00211R000800090071-5

AD-114 (1-58)

SECRETARY'S CORRESPONDENCE JACKET

INSTRUCTIONS

This jacket, attached correspondence, and a reply should be transmitted within 7 days from date of reference.

If a complete reply cannot be prepared within 7 days, an acknowledgment should be prepared at once.

A letter of acknowledgment or an interim letter should tell when a complete reply will be sent. Originating agency shall number each jacket

Originating agency shall number each jacket. To transmit jacket to another agency, call or route through Secretary's Records Section, extension 3337.

For complete instructions, see the USDA Correspondence Manual.

PLEASE HANDLE PROMPTLY

Keep jacket on top of correspondence at all times. Do not detach it.

| то | | DATE | JACKET NO. |
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| REF. (2) | DATE | REF. (5) | DATE |
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| AD-114 (1-58) | TO | · | DATE | JACKET NO. |
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| reply should be transmitted within 7 d date of reference. | ays from REF. (1) | DATE | REF. (4) | DATE |
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| Originating agency shall number each | h jacket. | | 1 | |
| To transmit jacket to another agency route through Secretary's Records Sec tension 3337. | | | | |
| For complete instructions, see the US respondence Manual. | DA Cor- | | | |
| PLEASE HANDLE PROMPTLY | | | | |
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| PREPARED IN (AGENCY) | DIVISION OR OFFICE | DICTATE | BY | DATE |
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| IF THE LETTER IS REWRITTEN | IN OTHER THAN THE | PREPARING AGEN | CY, THE REWE | TING AGENCY SHALL |
| (a) Type on all copies of the r dictator | | | • | |
| (b) Place the canceled salmon | copy of the original dra | ft beneath the salm | on copy of the | rewritten letter |
| (c) Furnish the following inform | | | | |
| REWRITTEN IN (AGENCY) | DIVISION OR OFFICE | DICTATED | BY | DATE |
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